

**ALL PERSHING VOLUNTEERS:
If You Would Like To Volunteer
...You MUST be VIPS Cleared...**

The HISD volunteer database was cleared out on October 3, 2011.

- Even if you had VIPS clearance before 10/3/11, you need to be cleared again.
- The only way to do this is to show proof ID to VIPS Clerk, Ms. Burrows in the front office.
- Showing your ID at the front office when you sign in does **NOT** mean you are VIPS cleared. A visitor pass only allows you to complete the business you have scheduled on campus.
- A criminal background check will be done on all volunteers.

All volunteers must follow the steps below to receive VIPS clearance.

Returning volunteers (A person who has previously had VIPS clearance)

Step 1: Please **do not** register online again. You must go in person to Pershing and show proof of identification to VIPS Clerk, Ms. Burrows in the front office.

Step 2: After 3-4 weeks, contact Ms. Burrows for your status. Once CLEARED to volunteer, you are eligible to volunteer throughout the HISD for the 2011 – 2012 school year.

New volunteers (A person who has never had VIPS clearance in HISD)

Step 1: All new volunteers must register online at www.houstonisd.org. Click on VIPS login under the *Parents* or *Community* link section.

Step 2: Once you have registered, you must go in person to Pershing and show proof of identification to VIPS Clerk, Ms. Burrows in the front office.

Step 3: After 3-4 weeks, contact Ms. Burrows for your status. Once CLEARED to volunteer, you are eligible to volunteer throughout the HISD for the 2011 – 2012 school year.

What type of identification is accepted?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Identification Card (issued by any state in the U.S.)
- Resident Alien Card
- Matricula Consular

Do you have questions about your VIPS clearance at Pershing? Please contact:

**Ms. Kathy Burrows, VIPS Clerk at 713-295-5240 X 320 or
kburrows@houstonisd.org**